

« 3CIR PTY LTD »



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S U C C E E D

INTEGRITY AND CORPORATE RESPONSIBILITY CHARTER

DOCUMENT CONTROL

This Integrity and Corporate Responsibility Charter is a controlled document within 3CIR's Integrated Management System. It is governed by the listed standards and forms part of the organisation's quality, environmental, and occupational health & safety framework.

DOCUMENT NUMBER	3CIR-POL-GEN-009
DOCUMENT TITLE	Integrity and Corporate Responsibility Charter
VERSION	3.0
ISSUE DATE	14 April 2026
REVIEW DATE	14 April 2027
APPROVED BY	CEO / COO
CLASSIFICATION	Controlled Document

APPLICABLE STANDARDS

ISO 9001:2015	ISO 14001:2015	ISO 45001:2018
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OUR IDENTITY AND PURPOSE

01

3CIR Pty Ltd was built on a foundation of service, integrity, and respect — values forged in the Australian Defence Force community that we now bring to the field of vocational education and training. We believe that how we conduct ourselves matters as much as what we deliver. This Charter articulates our commitment to operating as an ethical, accountable, and socially responsible organisation. 3CIR's purpose is to unlock potential through quality education — particularly for those who have served Australia and those striving to build a better future for themselves and their families.

OUR CORE VALUES IN PRACTICE

02

Value What It Means in Practice

GOVERNANCE AND ACCOUNTABILITY

03

- 3CIR's CEO is the ultimate accountable officer for all governance, compliance, ethical conduct, and corporate responsibility matters
- The COO manages day-to-day compliance operations and is accountable for the IMS and all regulatory obligations
- The Compliance Officer monitors adherence to this Charter and reports to the COO quarterly
- All governance decisions are documented and retained in accordance with the Document Control Procedure (3CIR-PRO-IMS-001)
- 3CIR does not operate through complex structures designed to obscure responsibility or avoid regulatory oversight

ETHICAL BUSINESS CONDUCT

04

3CIR is committed to conducting all business activities ethically and lawfully. This means:

- Competing fairly — we do not engage in false advertising, misleading enrolment practices, or misrepresentation of qualifications or outcomes
- Paying fairly — all workers are paid lawfully, accurately, and on time. We do not use sham contracting or unpaid trial arrangements.
- Procuring fairly — suppliers are selected on merit, capability, and ethical standing. We do not accept or pay bribes.
- Reporting honestly — all regulatory returns, government reports, and financial records accurately represent 3CIR's activities and performance
- Auditing genuinely — internal audits are conducted with independence and rigour, not as a formality

STUDENT-CENTRED COMMITMENT

05

Students are the reason 3CIR exists. Our corporate responsibility to students includes:

- Providing complete, accurate, and transparent pre-enrolment information about courses, costs, and expected outcomes
- Delivering training and assessment that genuinely meets the requirements of the relevant training package and regulatory standards
- Supporting students who face barriers — whether financial, educational, or personal — with appropriate referral and adjustment
- Handling complaints fairly and promptly, with no adverse consequences for the complainant
- Never exploiting financial hardship, military service, or employment vulnerability to secure an enrolment

REGULATORY ENGAGEMENT

06

3CIR engages with regulators — including ASQA, the ATO, Fair Work Ombudsman, OAIC, and WHSQ — with full transparency, cooperation, and respect. We view regulatory engagement as a legitimate and valuable part of operating in a regulated industry. We do not obstruct, mislead, or attempt to conceal information from any regulator.

ENVIRONMENTAL AND SOCIAL RESPONSIBILITY

07

As a digital-first organisation, 3CIR's direct environmental footprint is modest. However, we are committed to responsible stewardship of the resources we do use: energy, technology, data, and the attention of our students and community. We also recognise our social responsibility to contribute positively to the communities we serve — particularly the Australian veteran and defence community.

CONTINUOUS IMPROVEMENT OF INTEGRITY

08

This Charter is not a static document. We review it annually, measure our conduct against its commitments, and seek feedback from staff, students, and partners. When we fall short, we acknowledge it, learn from it, and improve. Our internal audit and management review processes are the mechanism through which we hold ourselves accountable to the standards in this Charter.

REVIEW

09

This Charter is reviewed annually by the CEO and COO, or sooner if triggered by significant organisational change or an integrity concern.

AUTHORISATION & APPROVAL

This policy (3CIR-POL-GEN-009) is authorised and approved for release in accordance with 3CIR's Integrated Management System governance framework.

AUTHORISED BY

Marcella Knottenbeld

Chief Executive Officer

Signature

Date: / / 2026

AUTHORISED BY

Matthew Pitt

Chief Operating Officer & Director

Signature

Date: / / 2026

DOCUMENT CONTROL NOTICE

This is a controlled document. Printed copies are uncontrolled. Check the Document Control Register (3CIR-REG-IMS-001) to verify currency. Note: Signature block updated 22 April 2026 to reflect the current governance structure per 3CIR-REC-IMS-018 Governance Structure Formalisation Record v1.0. Document content and original effective date remain unchanged. This update is an authorised configuration correction, not a material revision of the document.

VERSION HISTORY NOTE

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CONTACT US



REGISTERED OFFICE

Suite 676, 190 Oxford Street
Bulimba QLD 4171
Australia

ABN 34 614 174 702



1300 517 039



info@3cir.com



www.3cir.com

CORE VALUES

Courage · Commitment · Comradery
Integrity · Respect

CONNECT · LEARN · SUCCEED